



# **Minor Amendments to the General Plan**

## **Application Procedure and Submittal Requirements**

### **Important Note**

Before filing an application for a General Plan Amendment, you must first schedule a meeting with a Long Range Planner to discuss your application request. The Long Range Planner will determine if a General Plan Amendment is necessary and discuss procedures and application requirements.

City of Chandler Planning and Development Department  
Long Range Planning Division (480) 782-3052  
[www.chandleraz.gov](http://www.chandleraz.gov)

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## **Introduction**

### **Minor Amendments to the General Plan**

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The City of Chandler General Plan provides a clear future vision for City decision-makers, residents and others working with the City. It includes fifteen elements that, taken together, provide a blueprint for growth and development that will enhance the life of Chandler residents and businesses. All parts of the General Plan are related and should be collectively applied. That is why any proposed amendment to the General Plan could affect more than one element and will be analyzed in a comprehensive manner.

Any change that does not meet the criteria defining “major” amendments will be considered a minor amendment (see page 32 of the General Plan for criteria defining “major” amendments to the General Plan). Planning and Development Staff, Planning and Zoning Commission, and City Council consider minor amendments to the General Plan in accordance with the regularly scheduled process as determined by State statutes. Key procedural differences between a major and minor general plan amendment are:

- Only one Planning and Zoning Commission hearing is required for a minor general plan amendment.
- The sixty-day notice period to inform other agencies of the proposal is recommended but not required.
- Applications for minor general plan amendments can be submitted any time of the year and are not restricted to a single City Council hearing in the same year.

Proposals typically require several months of public awareness before they reach the Council hearing. The Planning and Zoning Commission will not consider a rezoning associated with any General Plan amendment until after the City Council has acted on the General Plan amendment.

# **Process for Minor Amendments**

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## **I. Application Submittal and Review**

- Applicant: Meet with Long Range Planning to discuss applicability, criteria and process.
- Applicant: Prepare materials and studies to comply with submittal requirements.
- Applicant: Submit the completed application with required studies, plans and other documentation.
- Staff: Review the application and send comments to the applicant (the contact listed on the application). The length of the review period will depend largely on the amount of information submitted and the applicant's promptness in responding to staff's comments and questions.
- Applicant: Respond with revisions or further documentation as necessary.

## **II. Public Notice and Neighborhood Meeting**

- Staff: As a matter of courtesy and sound planning practice, Staff will send notice of the proposed General Plan amendment to adjacent municipalities and other agencies as required by State statutes for major amendments to the General Plan.
- Applicant: Send neighborhood meeting invitations to all property owners within one-quarter mile of the subject property(s). In addition, send invitations to all Home Owner Associations (HOA) and Registered Neighborhood Organizations (RNO) within one-half mile of the subject property. Send the neighborhood meeting invitations at least 15 days prior to the meeting date. Include on the invitations the date, time and place of the neighborhood meeting, a summary of the proposed amendment, a graphic exhibit that clearly illustrates the proposed amendment, and subject location, and the case planner's contact information. Provide the case planner with a copy of the invitation and the list of property owners that the invitations were sent to.
- Applicant: A minimum of 15 days prior to the neighborhood meeting, post 4' X 6' signs on the property containing a summary of the proposal, date, time and location of meeting. Consult with the planner for number of required signs, sign locations and other sign specifications.
- Applicant: Reserve a place and host the neighborhood meeting, which must be held in the same neighborhood/area as the subject property. The neighborhood meeting should be held prior to making the decision to schedule subsequent public hearings. Record the meeting minutes and provide a copy to the case planner for the file.

Additional neighborhood meetings may be necessary and required in order to resolve neighborhood issues. In such cases, the applicant will have the same responsibilities as with the first neighborhood meeting. The following actions may also be required to maximize public involvement:

- Provide information on the City's web pages.

- Send newsletters to RNO, HOA or other affected groups.
- Present the proposal to HOA board meetings.
- Distribute doorknob hangers.
- Any other action the Planning and Development Director deems appropriate.

### III. Public Hearings

#### *Planning and Zoning Commission*

- Staff: Mail notices to all property owners within one-quarter mile of the subject property, as well as to all RNO and HOA within one-half mile of the subject property. The notices will contain a summary of the proposed General Plan amendment, the date, time and location of the Planning and Zoning Commission hearing and the City Council hearing.
- Staff: Advertise the proposed minor amendment to the General Plan in the newspaper for the Planning and Zoning Commission hearing 15 to 30 days in advance. The notice will include the date, time and place of the hearing, the availability of related studies and summaries, and to whom written comments concerning the proposal may be sent.
- Applicant: Post 4' X 6' signs on the subject property containing a summary of the proposed amendment, the date, time and location of the Planning and Zoning Commission and City Council hearings. The sign must be posted a minimum of 15 days prior to the Planning and Zoning Commission hearing. Consult with the case planner for number of signs, sign locations, and other sign specifications.
- Planning and Zoning Commission hearing - to be held in the City Council Chambers (2nd floor of the Chandler Public Library, 22 S. Delaware St.).

#### *City Council*

- Staff: Advertise the proposed minor amendment to the General Plan in the newspaper for the City Council hearing 15 to 30 days in advance. The notice will include the date, time and place of the hearing, the availability of related studies and summaries, and to whom written comments concerning the proposal may be sent.
- City Council hearing - to be held in the City Council Chambers (2nd floor of the Chandler Public Library, 22 S. Delaware St.).

If approved, the proposed General Plan Amendment will be adopted by resolution.

This schedule does not take into account any possible delays that may result from public hearing continuances. In addition, the Planning and Development Director may deem necessary additional meetings, not already identified in the process above, with any affected group or person(s) prior to any public hearing to be scheduled.



# General Plan Amendment Application

<b>Project Name</b>		
<b>Property Location/Address</b>		<b>City, State, Zip Code</b>
<b>Brief Description of Requested General Plan Amendment</b>		
<b>Legal Description (If you need more room, please write "See Attached" here, and attach a separate typed legal description)</b>		<b>Tax Parcel Number(s)</b>
<b>Current Zoning</b>		<b>Gross Acreage</b>
<b>Applicant/Firm Name</b>		<b>Contact Person</b>
<b>Mailing Address</b>		<b>City, State, Zip Code</b>
<b>Phone Number</b>	<b>Fax Number</b>	<b>E-mail Address</b>
<b>Property Owner</b>		
<b>Mailing Address</b>		<b>City, State, Zip Code</b>
<b>Property Owner Signature</b>	<b>Date</b>	<b>Phone Number</b>
<p>When there are two or more property owners in the subject area, the applicant must provide all property owner names, mailing addresses, phone numbers, signatures and corresponding parcel numbers with this application. Attach a separate sheet with additional property owner information, in which case "See attached list for additional property owner information" or a similar note should be written in the box for Property Owner. In all cases, the property owner signature(s) constitute acknowledgement and authorization to proceed with the application.</p>		

For City Use		
<b>Date Filed</b>	<b>Application No.</b>	<b>Case Planner</b>

# General Plan Amendment Submittal Requirements

- I. General Plan Amendment Narrative: Submit five copies of the narrative with the application. Each narrative must contain all of the following items:**

Required by Planner	Submitted by Applicant	Description (See following pages for more information)
		Executive Summary
		Site Context Study
		Land Use Analysis
		General Plan Goals, Objectives and Policies
		Infrastructure and Community Services Impact Analysis
		Economic Development Analysis
		Citizen Involvement Plan

- II. In addition to the narrative, submit the following with the application:**

		Mailing labels containing property owner name and address for all properties within ¼ mile and all HOA and RNO within ½ mile of the subject property
		Traffic Impact Study (conducted by a registered traffic engineer)
		Market Study: Demonstrating the level of demand for subject land use(s).
		Fiscal Impact Study: Demonstrating the proposal's short term and long-term fiscal impact on the City's budget.
		Other:

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## Description of Required Narrative Items

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### **I. Executive Summary**

The executive summary should clearly state the proposed amendment, summarize the reason(s) for the request, identify supporting key points discussed in the narrative or other submitted studies, and introduce the applicant's team (i.e. owner, developer, and/or representative).

### **II. Site Context Study**

This section should provide an analysis of the site in terms of its physical characteristics, surrounding uses, and the existing character of the area. This part will include:

- Physical character of the site, existing land uses, any known geological constraints, environmental problems, major underground/overhead utilities present, historical land uses, etc.
- An aerial map showing surrounding area and within a one-mile radius.
- Proximity and relationship with nearby and adjacent uses including neighborhoods, parks, schools, area circulation, freeways, malls, etc.

### **III. Land Use Analysis**

This section should provide information about the proposed development, plans for any exception parcels, and a land use compatibility analysis. Basic items to address include:

- Overall description and philosophy of the proposed amendment.
- Existing Land Use Plan and Proposed Land Use Plan.
- Public benefit of the proposed amendment.
- Proposed residential unit count, density, and anticipated housing mix, if applicable.
- Proposed development phasing and timing.
- Existing and proposed internal circulation and pedestrian opportunities (include circulation plan).
- Open space concept plan.
- Dissimilar land use buffering techniques, if applicable.
- Compatibility issues and proposed solutions.



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## Narrative Items Description

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### IV. General Plan Goals, Objectives and Policies

When an amendment to the Land Use Map (p. 33 of the General Plan) is proposed, the applicant must state how it will affect the overall vision that is expressed in the written goals, objectives and policies of the General Plan. Not all goals, objectives and policies will pertain to a proposed amendment to the General Plan. Thus, the applicant should address the General Plan goals, objectives and policies that are most relevant to the proposed amendment. The case planner may require the applicant to address specific General Plan goals, objectives and policies when the planner determines they are relevant to the proposed amendment.

When proposed amendments are inconsistent with General Plan goals, objectives and policies, the proposed amendment must include one of the following:

- Justification for an exception to the written goals, objectives, and policies; or
- Proposal to modify or eliminate the contested goals, objectives, and policies (NOTE: Any modification or elimination of one or more of the stated goals contained in the Land Use Element of the General Plan that changes any policy regarding overall densities, intensities or major roadway locations, affecting 640 acres or more shall be considered a major amendment to the General Plan. In such cases, the proposal will need to conform to State statute requirements for major amendments to the General Plan, which are significantly different than minor amendments. For more information on major amendments see the Major Amendments to the General Plan; Application Procedure and Submittal Requirements packet available at <http://udm.chandleraz.gov/index.php?mode=appendix> ).

The following list contains examples of written goals, objectives and policies from various elements in the General Plan that may be addressed in the narrative. This list is provided as an example only. The applicant will need to review the General Plan in order to determine which goals, objectives and policies pertain to their proposal.

#### *Land Use Element*

- Goal: Encourage development appropriate to the character of the community.
  - Objective: Maintain Chandler's overall low density, suburban scale environment not to exceed an average overall density of 3.5 dwelling units per acre. There may be specific densities identified in approved Area Plans, Planned Area Developments or development policies that are more or less than 3.5 dwelling units per acre.
- Goal: Balance land use decisions with economic development and quality of life objectives.
  - Objective: Permit appropriate amounts of commercial uses within designated areas.
- Goal: Continue to acknowledge the differences of each part of the City and implement strategies that best fit their planning needs.

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## Narrative Items Description

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- Objective: Encourage the development of mixed-use activity centers in areas designated by policy for Special Use Commercial development.
  - Policy: Consider permitting a mix of public and private land uses within mixed-use activity centers.

### *Housing Element*

- Goal: Take steps to provide an adequate supply of safe and affordable housing for all household income levels.
  - Objective: Promote diversity in housing types in the City.
    - Policy: Continue to promote the creation of high-wage jobs that are consistent with Chandler's housing stock profile.

### *Conservation, Rehabilitation and Redevelopment Element*

- Goal: Promote the revitalization of downtown Chandler and the surrounding neighborhoods.
  - Objective: Use sound land use planning, financial investment, coordinated redevelopment management, neighborhood improvement, and economic development strategies.

### *Growth Area Element*

- Goal: Encourage land uses that are planned for the efficient and cost effective use of public infrastructure and services.
  - Objective: Encourage the development of centrally located destinations that include a variety of activities accessible to one another by non-motorized transportation.
    - Policy: Encourage densities appropriate to the Growth Area.

### *Open Space and Recreation Element*

- Goal: Continue to provide a neighborhood park system for Chandler residents that enhances their quality of life.
  - Objective: Continue to design a system of neighborhood parks that provides at least one neighborhood park per each residential square mile.

### *Conservation and Environmental Element*

- Goal: Protect residents of Chandler from excessive noise impacts.
  - Objective: Discourage rezoning requests for residential development in high noise areas.
    - Policy: Provide buffers between high noise areas and other development.

### *Water Resources Element*

- Goal: Provide an adequate supply of water for drinking and other necessary uses.

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## Narrative Items Description

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- Objective: Actively plan the City's water resource systems in response to continued growth in the City and in response to changing regulations.
  - Policy: Ensure that water resource planning is consistent with the General Plan.

### *Transportation and Circulation Element*

- Goal: Develop an integrated citywide multi-modal transportation system.
  - Objective: Develop a system of streets that provides for the safe and efficient movement of people and goods throughout the City.
    - Policy: Identify and implement measures to reduce congestion on major arterial streets.

### *Bicycling Element*

- Goal: Develop a citywide system of on and off-road bicycle facilities that creates maximum safety, convenience and comfort for bicyclists of all ages and skill levels.
  - Objective: Include bicycle facility planning as part of all new development review.
    - Policy: Encourage projects that utilize planning and development review criteria facilitating access by bicycle to major destinations.

### *Public Buildings Element*

- Goal: Provide adequate facilities to service the public.
  - Objective: Provide adequate facilities for City administrative services.
    - Policy: Monitor demands on City agencies and population growth and continue to program facilities to maintain high levels of service.

## **V. Infrastructure and Community Services Impact Analysis**

This section will provide information necessary to assess the proposal's impact on utilities, roads, parks, schools, and other community facilities and services. This section should address:

- Traffic analysis – address trip generation, distribution/circulation, transit, intersection improvements, signals, impacts on local and arterial road planned capacities, and conformance with the Transportation and Circulation Element and the City's transportation master plan.
- Water/wastewater analysis - address capacity of the existing situation and required improvements, and conformance with the Water Resources Element and the City's water and waste water master plan.
- Police and fire protection analysis - address impact on existing and future services and conformance with the Safety Element.
- School impact analysis - provide a letter/memorandum from the appropriate school district(s) addressing the potential impact of the proposal on the school(s).

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## Narrative Items Description

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- Conformance with the Public Services and Facilities Element.

### **VI. Economic Development Analysis**

As the City continues to approach build-out, the City has grown increasingly aware of, and has placed more emphasis on, sustainability and fiscal responsibility so that it can ensure the quality of life for future Chandler citizens. In this light, the Economic Analysis will be an important section of the narrative that will be closely scrutinized. This analysis may be prepared by the applicant unless the case planner requests a market analysis and/or fiscal impact study conducted by an economic consultant, in which case, this section should reference the studies and attach copies of the studies as appendices to the narrative. In either case, this section should address the following questions:

- How will the proposed amendment support the City's economic development efforts and improve the quality of life for the citizens of Chandler?
- How will the proposed amendment impact existing commercial and employment developments in the surrounding area? How will it impact future economic development in the surrounding area?
- Does the proposed amendment have any negative economic effects citywide or in the surrounding area?
- What are the opportunity costs associated with the proposed amendment? Why is this the best economic alternative for the City?

### **VII. Citizen Involvement Plan**

This represents an important component of the process. The City anticipates and encourages a high level of continuous interest and involvement from the community. A public involvement report should include:

- A list of all affected stakeholders, including residents, property owners, home owner associations, property owner associations, businesses, utility companies, and agencies such as school districts. Include as a separate attachment mailing labels that contain the property owner name and address for all properties that are located within one quarter of a mile from the subject property, as well as all City-registered Home Owner Associations and neighborhood contacts that are located within one mile of the subject property).
- How these participants will be informed and given the opportunity to comment.
- How all actions, meetings, and discussions will be recorded. The applicant must take minutes of neighborhood meetings and submit them to the case planner to be kept in the file as public record).
- A tentative schedule of activities such as any pre-application meetings that have already occurred with neighbors and/or other interested parties, the required neighborhood meeting and public hearings, and any other meetings that the applicant may have with interested parties.
- Contact information for all parties that have already been contacted, expressed interest or been involved in any other manner.